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20 March 1958

Description of new IS courses within past six months for Killian Report

Intelligence Research (Techniques) was given for the first time from 13 January to 7 February 1958. The course is designed to give to intelligence research analysts training and practice in the exploitation of intelligence sources and in intelligence research techniques. The first offering of the course was designed for analysts of the Office of Scientific Intelligence. Eight students completed the 160-hour course, which ran full-time for four weeks. Because the course was based on all-source research techniques, it was given behind the barrier in Barton Hall.

Pre-Supervision was developed during the summer of 1957, and was first presented 2-6 December 1957. The course is designed for individuals expected to assume supervisory responsibilities within six months. Its purpose is to develop an appreciation of the primary responsibilities and the nature of the task of first-line supervisors. The topics in the course include the planning and assigning of work, the directing of the efforts of others and the problems involved in working with higher levels of management.

Supervision Special, first presented 17-21 March 1958, is a flexible course designed to meet the needs of particular Agency components for basic supervisory training not otherwise met by regularly scheduled courses. Its purpose is to orient supervisory personnel toward the responsibilities, authority and problems associated with first-line supervision in specific areas or components of the Agency. The course analyzes and discusses problems in inter-personal relationships as the supervisor meets them in the course of his training, communicating, planning, and disciplining activities.

Document No. 442
NO CHANGE in Class. ☐
☒ DECLASSIFIED
Class. CHANGED TO: TS S C
DDA Memo, 4 Apr 77
Auth: DDA REG. 77/1763
Date: 4 Jan 78 By: 028